



2022-2023 STUDENT HANDBOOK

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[www.whitko.org](http://www.whitko.org)

The rules you are about to read in this handbook are meant first and foremost to promote, encourage, and support the abilities of school officials to maintain a safe, respectful, and school-appropriate environment. The rules included in this handbook are in addition to the broad, discretionary authority to maintain safety, order, and discipline inside the school zone. The rules in this handbook support, but do not limit, the authority of school officials.

Whitko Jr/Sr High School is committed to equal opportunity and does not discriminate on the basis of age, race, color, sex, handicapping conditions, or national origins including limited English proficiency, in any employment opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity. If you experience discrimination in such educational programs or activity, written inquiries about procedures that are available and for consideration of complaints alleging such discrimination should be directed to the Whitko Jr/Sr High School principal. It is the policy of the Whitko Community School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability, in its programs or employment policies as required by the Indiana Civil Rights Act (I.C. 22-9.1), Title VI and Title VII (Civil Rights Act of 1964), Title IX (Educational Amendments 1972), the Equal Pay Act of 1973, and Section 504 (Federal Rehabilitation Act of 1973). Inquiries regarding compliance with Title IX may be directed to the Superintendent, Whitko Community School Corporation, 710 North State Rd 5, Larwill, IN 46764 or (260) 327-3677. Inquiries regarding compliance with Section 504 may be directed to the Director of Special Services, Whitko Community School Corporation, 710 North State Rd 5, Larwill, IN 46764 or (260) 327-3677.

Any person that believes that s/he has been discriminated against or denied equal opportunity or access to programs or services may file a complaint, which shall be referred to as a grievance, with the Superintendent who acts as the Corporation's Civil Rights Coordinator. The individual may also, at any time, contact the U.S. Department of Education, Office of Civil Rights, 401 South State Street, Room 700, Chicago, Illinois 60605-1202. The person who believes s/he has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the Corporation's Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant. S/He may initiate formal procedures according to the following steps:

Step 1-A written statement of the grievance signed by the complainant shall be submitted to the Corporation's Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

Step 2-If the complainant wishes to appeal the decision of the Corporation's Civil Rights Coordinator, s/he may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Step 3-If the complainant remains unsatisfied, s/he may appeal through a signed written statement to the School Board within five (5) business days of his/her receipt of the Superintendent's response in step two. In an attempt to resolve the grievance, the School Board shall meet with the concerned parties and their representative within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

Step 4-If at this point the grievance has not been satisfactorily settled, further appeal may be made to the U.S. Department of Education, Office of Civil Rights, 401 South State, Room 700, Chicago, Illinois, 60605-1202

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## “Rising to the Challenge”

# School Information

### VISION STATEMENT

Our school makes a commitment to “Excellence for All” by focusing on educational programs, aligned curriculum, authentic assessments, and differentiated instruction that provides the conditions necessary for all of our students to be successful in our school and beyond. Furthermore, we must move the standard for our school from being a “good” school to being a “great” school.

### MISSION STATEMENT

Our mission must be to educate each and every child who attends our schools to become successful life-long learners and positive contributors to the betterment of our collective society.

### BELIEF STATEMENT

We believe that the mission is best accomplished through a safe, secure, and nurturing learning environment. We believe that we educate students for their future by providing an appropriate, challenging, and engaging curriculum.

<u>SCHOOL GOALS</u>	<u>SCHOOL SONG</u>	<u>SCHOOL COLORS</u>
1. Positive Influence	Fight, Whitko High School, on to victory, We will cheer you mighty Wildcats, ever faithfully, Rah, rah, rah	Red, White, and Blue
2. High Levels of Achievement	March ever onward -red, white, and blue will fly. Spread far the fame of our fair name, its victory for Whitko High, Hey!	<u>SCHOOL MASCOT</u>
3. Outstanding School Culture		Wildcat

Principal Amy Evans

Assistant Principal Justin Maurer

Athletic Director Barry Singrey

WCA Director Chris Benedict

School Counselors Shelby Whiteleather and Lauren Cooper

Mental Health Therapists Natalie Stewart and Natalie Griffith

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## General Information

### AFTER SCHOOL ACTIVITIES

During non-school hours students are to remain in their activity areas and not be in other parts of the building. Students not involved in sponsored after-school activities are not to be in the building without permission. A shuttle bus will be provided for students involved in after school activities and will leave the WCA at 5:30. Shuttle buses will go to Sidney, Pierceton and Larwill.

### ARTICLES PROHIBITED IN SCHOOL

Problems arise each year because students bring items/objects/articles to school which are potentially hazardous to the safety of others or interfere with school purposes. These items, if brought to school, will be impounded. Should any item be necessary for a school assignment, prior arrangements must be made with an administrator. Possession of firecrackers, smoke bombs, guns, knives, lighters, tasers or any item that can reasonably be considered a weapon, is grounds for suspension and/or expulsion from school.

### ASSISTANCE TO STUDENTS

Teachers reserve time for giving assistance to students and for parent and/or student conferences. Parents are encouraged to call the office to make an appointment with a teacher. Students can make arrangements directly with the teacher for a conference.

### AUTHORITY OF ADULT SCHOOL EMPLOYEES

All of the adult employees of Whitko Jr/Sr High School have certain responsibilities to the school; and in order to carry out these responsibilities, they have certain authority to correct students when the need arises. If any student is corrected by an adult employee, whether the employee is faculty, substitute teacher, clerical, cafeteria, custodial, or bus driver, the student is expected to accept such correction. The rights and responsibilities set forth herein no way limit the legal authority of school officials to deal with disruptive students. In addition, the rules contained within this document are not to be considered exhaustive. Rules and regulations may be added from time to time at the discretion of the school administration in order to provide a safe and secure environment for all students and staff.

### BOOKBAGS

Students will not be allowed to use their book bags (including but not limited to drawstring bags, extra large purses, etc.) or have them in their possession once school is in session. If the bag can fit a textbook, it's too big. Students are expected to utilize their lockers to store their items such as coats, books, trapper keepers and any personal items.

## **BUILDING MAINTENANCE AND CUSTODIAL SERVICE**

Whitko Jr/Sr High School is clean and well maintained. Students should make every effort to keep it that way. An excellent maintenance crew is responsible for buildings and grounds. Students are to give the custodial staff the same courtesy and cooperation as they do the professional staff. Damage to school property may result in restitution for the amount of damage.

## **BULLYING**

We are committed to providing a safe, positive, productive, and nurturing educational environment for all students; we encourage positive interpersonal relations between members of the school community. New laws enacted on July 1, 2013 (IC 20-33-8-13.5) state that this policy and state laws may be applied regardless of the physical location in which the bullying behavior occurred, whenever the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within a school corporation; and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment.

Bullying shall be defined as overt, unwanted, repeated acts, or gestures including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors that are committed by a student or group of students against another student with the intent to harass, (to annoy continually), ridicule (the act of exposing to laughter), humiliate (to reduce to a lower position in one's own eyes or others' eyes), intimidate (to make timid or fearful), or harm (to injure) the other targeted student and create for the targeted student an objectively hostile school environment that:

- (1) Places the targeted student in reasonable fear of harm to the targeted student's person or property;
- (2) Has a substantially detrimental effect on the targeted student's physical or mental health;
- (3) Has the effect of substantially interfering with the targeted student's academic performance; or
- (4) Has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

Anti-bullying rules may be applied regardless of the physical location in which the bullying behavior occurred as long as the alleged bully and the targeted student(s) are students of the same school district; and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment.

### **BULLYING CONTINUED...**

Any student who believes s/he has been or is currently the victim of bullying should immediately report the situation to the building principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator. All complaints about bullying behavior that may violate this policy shall be promptly investigated. If the investigation finds an instance of bullying behavior has occurred, it will result in prompt and appropriate disciplinary action. This may include up to expulsion for students; individuals may also be referred to law enforcement officials. Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation and independent of whether a complaint is substantiated. Suspected retaliation



should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

## **BUS RULES (WHITKO JR/SR HIGH SCHOOL)**

School bus transportation is a privilege and not a right; the bus driver is the sole authority on the bus while students are being transported.

The same building rules will be enforced on the school bus in addition to specific bus rules listed below, the violation of which may result in school bus transportation being denied.

1. Each pupil shall be seated immediately upon entering the school bus.
2. No pupil shall stand or move from seat to seat.
3. No windows or doors shall be opened or closed except by permission of the school bus driver.
4. Students should be waiting at the boarding station at least 5 minutes before the school bus arrives.
5. No eating or drinking shall be permitted on the school bus.
6. Students must have a parent call for permission to ride with another student to get off at a different stop. This call must be approved by the Whitko Transportation Department.
7. Upon recommendation of the school bus driver, school authorities may deny the privilege of riding on any of the Whitko school buses to any student who refuses to conduct himself or herself in an acceptable manner.

## **CAFETERIA / LUNCHTIME**

Whitko Jr/Sr High School has closed lunch periods. No student may leave the school building during lunch time and no visitors are allowed to visit students during the lunch time (inside or outside the building) without special permission from an administrator. Students may be assigned seats.

Alacarte prices vary depending on foods selected.

Students whose families meet requirements for the Free Lunch Program may obtain an application from the office.

Cafeteria Rules:

1. Food must be eaten in the cafeteria, whether purchased from the cafeteria or brought from home.
2. Students are not allowed to "cut" the line.
3. Trays, silverware and paper refuse must be taken to the proper area when students have finished.
4. Every student should consider it a matter of personal responsibility and pride to leave the floor and tables in a clean condition.
5. Misbehavior in the cafeteria, (food throwing, leaving trays, messy tables, etc.) will result in disciplinary action varying from a warning to suspension and/or expulsion.
6. During lunchtime students must remain in the cafeteria, D-wing from the cafeteria to the restrooms, and the main hallway to the auditorium doors. Students are not allowed to leave the cafeteria without permission. \*Note, when NOT using the restroom in D-wing, students should wait above the carpeted area, not on the ramp. Students are not to go to classrooms or the media center.
7. Students must remain in their seats for 15 minutes before going into the gym.

## **CAREER ACADEMY**

Because the Whitko Career Academy is an extension of Whitko Jr./Sr. High School, students will be expected to follow all of the rules and policies laid out in this student handbook.

## CELL PHONES/ELECTRONIC DEVICES

Student cell phones are restricted in classrooms. Students must place personal cell phones in school issued lockers, personal vehicles, or leave them at home. Parents may call the front office if an emergency exists for their child, and school officials will communicate with the student. Teachers with special projects or assignments may request permission with administration for student cell phone use.

Students are permitted to use their cell phones during passing periods, at lunch, and before or after school. It is highly recommended that students limit their use of cell phones in the building.

Students who bring cell phones or other non-permitted devices to class (such as earbuds, ipods, ipads) must surrender them to the classroom teacher at the beginning of class. The only approved devices permitted in the classroom are student issued chromebooks and student issued chargers.

If a teacher states the phone needs to be put away and the student does not comply, then they are in violation of cell phone policy and are insubordinate. By bringing these devices on school grounds you are giving consent to access your voicemail, memory logs, pictures, and other electronic data stored on the phone. The school district is not responsible for the loss, damage, or theft of any cell phone or electronic device brought to school. It is highly recommended that students keep their cell phones in their lockers throughout the school day; locker combinations must be kept private.

At no point are students to be using their personal or school issued cell phones or electronic devices as a video camera or recording device during school hours or on school grounds unless it is for educational purposes with permission by a teacher or administrator. Students will be allowed to have cell phones / electronic devices out during passing periods. Students will also be allowed to use cell phones/electronic devices during lunches.

\*This policy will be reviewed periodically and revised as needed –if cell phone/electronic devices use during lunches or any other time becomes disruptive to the educational process in any way (texting/calling other students who are in class, inappropriate communications, bullying/harassment, etc...), cell phone/electronic devices use during lunch and beyond may be terminated for all students.

The following are inappropriate uses of electronic signaling devices: harassment, threats, intimidation, electronic forgery, cyber-bullying/cyber-threats, invasion of personal rights, cheating on test/exams, or other forms of illegal behavior during the instructional and non-instructional day. Photographing, videotaping or otherwise recording individuals is strictly prohibited without teacher or administrative approval.

Students shall not capture, display, send or possess pictures of a sexual nature. A violation of any of these may result in suspension or expulsion.

If a mobile phone or other electronic device rings, vibrates or is otherwise evident during testing the device will be confiscated and the student will be removed from the testing situation. Laptops, netbooks, smartphones and tablets may also be used at teacher discretion.

Habitual offenses could result in more days of in-school or out-of-school suspension. Adjustments to this policy may be necessary during the school year in an effort to keep pace with the changes in technology concerning these devices.

## CELL PHONE/ELECTRONIC DEVICE VIOLATIONS

(unapproved use or possession of cell phone or electronic device during school day)

1st Offense: Warning - Students will surrender their cell phone/personal device to the classroom teacher upon request. Students will receive the devices after the class period bell rings upon requesting it from the classroom teacher.

2nd Offense: Phone/device will be impounded by the staff member and an Administrator/School officials may be called to the classroom to confiscate the cell phone and/or device. Students shall pick up their device(s) at the end of the school day in the front office.

3rd Offense - If a student refuses to relinquish their personal device/cell phone to administration/school officials, the student will be escorted to the office by an administrator or the school resource officer, and will be issued a suspension level consequence, determined by administration. Parents will be contacted. Students will surrender the cell phone to the front office for the remainder of the school day, and will pick up their device at the front office at the end of the school day.

4th Offense - Students who have escalated to this point will receive out of school suspension, up to and including expulsion. Any/All cell phones/ personal devices belonging to the student shall no longer be permitted in the school building for the remainder of the academic school year.

\*Students who refuse to turn over their cell phones/electronic devices to any supervising staff member will face additional disciplinary consequences.

Cell phones and any other devices will be turned in to supervising staff members during in-school suspensions (ISS) and Saturday schools; and will be returned to students at the end of the day. In an emergency situation a student may use their personal cell phone in the presence of a faculty member to make a telephone call. If a student is ill, he/she must go through the school nurse or office personnel. Parents are asked to please call the school office when/if students need to be contacted.

## CHEATING

Unless given permission to work collaboratively, students are to do their own work. If a student chooses to cheat/attempt to cheat, plagiarize, or commit academic fraud (submitting another's work as their own) the teacher will make a copy of the student's work which will be kept on file. Parents will be notified and a conference may be requested.

The following disciplinary action will be taken:

**First Offense of the semester:** The student will receive a zero (0) on the work involved.

**Second Offense of the semester:** The student will receive a W/F (withdraw/fail) for the semester for that class.

The above will apply to the student doing the cheating and also any student allowing cheating to take place.

Referrals for cheating and/or academic fraud may be taken into consideration when a student applies to organizations such as National Honors Society; additionally, cheating violations and/or academic fraud may result in a student's removal from any such organization.

Examples of unacceptable behavior in regards to academic integrity include, but are not limited to:

- Allowing another student to look at or copy answers from a test or quiz or other assignments where sharing work is not permitted by the supervising adult.
- Copying the work of another student.
- Copying information from a source without proper attribution.
- Working with others on projects where students are expected to work along.
- Using any method to get or give test or quiz answers.
- Turning in the work of another student or taking work from other students, publications or the internet.

# DRESS GUIDELINES

Appropriate dress, grooming, neatness, and cleanliness are attributes that should be encouraged as they can affect the learning of the individual and the group. Dress guidelines are put into place to create a safe and secure environment to best support the academic needs of all students. Dress guidelines also help to develop appropriate social and occupational dress and appearance skills. It is in this spirit that reasonable standards are established. It is impossible to devise a policy that covers all situations and, generally speaking, good common sense is usually the best guide for deciding on appropriateness of appearance. There are a few guidelines that need special clarification. The administration and staff will be enforcing the following dress values:

- Clothing which reveals undergarments, or the lack of undergarments is considered inappropriate.
- Wearing clothing that is, see through, obscene, vulgar, offensive, disruptive, fails to cover the abdomen area, promotes secret organizations or contains sexual innuendo is not permitted.
- From the time the school day begins until dismissal, bandanas, hats, sunglasses, and headgear are not to be worn or carried in the building. Tops with hoods are allowed, but hoods must remain off of a student's head.
- Appropriate shoes must be worn at all times. Slippers are not permitted.
- Pajamas (including pajama pants and onesies) are not permitted.
- Clothing with vulgar, suggestive slogans or advertisements which promote alcohol, tobacco, drugs, or any illegal products, are not permitted.
- Trench coats or winter coats should not be worn during the school day and should be secured in the student's locker.
- Group dress associated with known gangs is prohibited.
- Chains of any kind can be a safety concern and are not permitted on student clothing or book bags.
- No blankets should be worn during the school day and should not be brought to school.
- Students who are attending extra-curricular activities including athletic events, award ceremonies, and field trips must follow dress guidelines.

The administration will use its discretion in determining the type of clothing appropriate for the school setting. The administration is authorized to take action in instances where individual dress does not meet these standards. Wearing clothing, jewelry or a hairstyle that is dangerous to the student, indecent, vulgar, profane, presents a message that is inconsistent with the educational mission of the school district, or results in disruption of an educational process will require the student to take corrective action and may result in school issued consequences. In addition to clothing, this rule extends to any non-clothing items such as patches, labels, banners, flags with vulgar, obscene, racist, or suggestive writing (this includes any sexually explicit material and advertisement for alcohol, drugs and tobacco). Violations of the student dress code will be handled in the following manner:

**1st Offense** - Student will be sent to the office and will be required to change into appropriate attire. Parents will be contacted.

**2nd Offense & Higher** - Student will be sent to the office and will be required to change into appropriate attire. Progressive discipline will apply. Parent/Guardians will be contacted.

Reasonable discretion must be exercised to avoid undue distractions, to provide proper cleanliness, and to maintain proper levels of common decency.

Dress code violations for extra-curricular events/practices (dances, athletic contests, etc...) will be determined by administration.

## DRIVING/PARKING GUIDELINES

1. All vehicles must be registered in the office and tagged. A parking tag is required to park in the student parking lot and must be obtained within the first three weeks of beginning to drive to school. There is NO FEE associated with parking tags.
2. The speed limit on school grounds is 15 mph. "Jackrabbit" or "patch" starts in or around the campus are prohibited and may result in loss of the driving privileges and/or other disciplinary consequences.
3. Cars must be parked within marked lanes in student lots only. Students are not to park in the visitor and/or teacher parking lots. Parking in the handicapped area is prohibited without an authorized parking tag. Vehicles parked in unauthorized areas may be towed or booted at the owner's expense.
4. The parking lot and student cars are not to be visited during school hours. Students are not to sit in their cars during the school day. Students are to lock their cars upon arriving at school and come directly into the building. Students must have permission to go to their vehicles during the school day.
5. School buses have the right-of-way at all times at Whitko Jr/Sr High School.
6. The school is not responsible for theft of vehicle contents or damage to vehicles parked on school parking lots.
7. Students who choose to drive may be marked as tardy or absent if they arrive late to school due to trouble with their vehicles.
8. Students who are asked to move improperly parked vehicles may be marked as absent or tardy and may be subject to other disciplinary consequences including loss of driving privileges.
9. Whitko Jr/Sr High School officials have the right to search vehicles when there is a reasonable suspicion of dangerous, stolen, or illegal items therein.
10. Driving to Whitko Jr/Sr High School is a privilege –not a right. Failure to operate a vehicle in a safe, common-sense manner will result in loss of driving privileges and/or other disciplinary consequences. Additionally, driving privileges may be revoked for reasons such as poor attendance, poor grades, and/or excessive discipline referrals.

STUDENTS MUST REMAIN IN GOOD STANDING TO QUALIFY FOR ENROLLMENT IN DRIVER'S TRAINING. WHITKO HIGH SCHOOL ASSUMES NO RESPONSIBILITY OR LIABILITY FOR STUDENT DRIVERS, THEIR PASSENGERS OR THEIR VEHICLES.

## FIELD TRIPS

Field trips are an important part of the total educational process and are considered a privilege, not a right. Students may be denied permission to go on field trips by the administration based on poor attendance, grades, and/or disciplinary considerations. Students must have a parental permission form on file prior to leaving on a scheduled field trip. Field trip permission forms will require signatures from a student's teachers giving him/her permission to be absent from class. Students are expected to follow regular school rules at all times; students who misbehave while on a field trip will be assigned appropriate disciplinary action. Students are expected to follow rules set by any school bus driver. Students are expected to complete work for classes as arranged by the classroom teacher. The Whitko Jr/Sr High School dress code applies to field trips. Students may be denied field trip privileges if the dress code is violated.

## **FIRE AND TORNADO INFORMATION**

Fire and tornado drills will be held regularly during the school year. Drill instructions are posted in each classroom. Absolute quiet must prevail in the building during a fire or tornado drill in order that any directions given for the safety of students may be heard and understood.

## **FOOD SAFETY/PERSONAL SAFETY**

Due to health and safety reasons, students will not be permitted to search school garbage bins or trash containers for any reason. Staff members will not be permitted to search garbage or trash containers without the special and specific consent of administrators, and only in emergency situations.

## **GUIDANCE**

The mission of the guidance department is to provide effective support to students, parents, faculty, staff, administration, and community. Two guidance counselors are available to students desiring assistance with academic or personal concerns, orientation, scheduling, career information, planning for the future, interpreting test data, and/or information about jobs, trade schools or colleges. Students may become involved in either individual or group work for extended periods of time dealing with issues of particular concern. A parent permission form will be requested to let the parent know of the contacts. Confidentiality of the group will be maintained for the student's sake. Parents will be notified if a student appears to be endangering the physical well-being of himself or others. Students are urged to make their needs and concerns known to guidance counselors, calling upon them for assistance when problems arise. Parents are also encouraged to contact school counselors to keep up to date with academic progress and to discuss whether or not there is an immediate concern.

## **HARASSMENT, Extortion, Threats, Bullying, and Intimidation**

The School Board recognizes that students have the right to learn in an environment untainted by sexual or other forms of harassment or discrimination. Offensive conduct which has the purpose or effect of unreasonably interfering with learning performance or creating an intimidating, hostile, discriminatory, or offensive learning environment disrupts the educational process and impedes the legitimate pedagogical concerns of the corporation. The harassment or threatening of other students or members of the staff, or any other individuals is not permitted. This includes any speech, action or electrical communication that creates a hostile, intimidating, or offensive learning environment. Any other individual student or group of students shall not subject students to verbal or physical harassment, mental or physical discomfort, intimidation, embarrassment, ridicule, bullying, or demeaning activities. The use of slurs or derogatory language aimed at a student's ethnic or racial heritage, sexual orientation, religious preference or disability may result in immediate suspension or expulsion. Extortion is defined as threatening, intimidating, or coercing any student for the purpose of, or with the intent of, obtaining money or anything of value from the student. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature. Other prohibited conduct includes that which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive learning environment on the basis of gender, religion, race, color, ethnicity, age, disability, and/or other characteristics.

The harassment of a staff member or fellow student of this corporation by any student is strictly forbidden. Any student who is found to have harassed a staff member or student will be subject to discipline in accordance with law and the Code of Conduct.

## HAZING

Forcing or requiring another person with or without the consent of the other person and as a condition of association with a group or organization to perform an act that creates a substantial risk of bodily injury is not permitted. (I.C. 35-42-2-2)

## HEALTH INFORMATION

**Injury/Illness:** Any illness or injury should be reported to the office. If a student feels he/she is not well enough to be at school, they should first see the nurse or someone in the office before calling home. The school does not allow students to leave the building unless they first check with the office and a parent/guardian gives their permission by phone or note. All students are required to have an Emergency Medical Card on file in the high school office. The school needs at least three emergency contact numbers to reach a parent/guardian or other responsible adult in case of an injury or illness. Please notify the school of phone number changes. Home, cell, and work numbers should be kept updated. If an emergency situation arises involving a student, the student's parent/guardian will first be contacted. If we are not able to contact a parent immediately and we feel the student's injury or illness is life threatening, we will call 911. The parent/guardian is responsible for all costs involving the care and transportation of their child to the hospital and costs associated with their child's illness or injury while they are at school.

**Medication (use at school):** All medications, whether prescribed or over the counter, must be accompanied with a medication permission form. These forms are available in the front office. If a medication is to be short term, a simple note explaining what medication is to be given, the time, and the reason for the medication will suffice. This note should be signed and dated by a parent. The administration of medication and/or treatment to a student will only be done when the failure to do so would jeopardize the health of the student or if the student would not be able to attend school if the medication were not made available to the student during the school day. All medications must arrive at school in their original containers or it will not be given. Prescription medication must have the correct prescription label on it including the student's name, the name of the medication, the dosage, and the instructions for taking the medication. The school cannot administer a different amount of medication than what the label reads, despite what the parent's note reads. If the doctor changes the student's prescription amount, a label reflecting that change is necessary. **Self Administered Medications such as Inhalers/EpiPens:** Students may carry and self administer medication for chronic diseases such as asthma or for medical conditions requiring immediate medication in an emergency situation such as a bee sting or peanut allergy. The written authorization from the parent and physician must be filed annually. The physician's statement must include: 1) Name of medical condition, 2) Verification the student has been instructed on self-administration of the medication, 3) Medication and dosage student is to receive.

**Tylenol:** Tylenol permission slips should be completed by a parent and signed at the beginning of the school year in order that the student may have it available to them in case of a headache, etc. The student must see the nurse or assigned office personnel for Tylenol.

**Immunizations:** The state of Indiana requires all students enrolled in school to be immunized against certain diseases. Most children have had all their shots by the time they are in high school, however, a new state law beginning with the 2005-2006 school year requires all students entering grade 9 or grade 12 be immunized against Hepatitis B. Hepatitis B is a series of three shots that are given at one, three, and six month intervals. They

are provided free of charge to any student under the age of 18 at the health department in your county of residence. Most colleges are now requiring the series prior to admission and some are also requiring the Meningococcal Vaccine (effective against Meningitis). State mandated immunizations will be required for all students with the exception of the following exemptions: 1) medical exemptions signed by a doctor and 2) religious exemption signed by a parent. Exemptions must be updated annually at the beginning of the school year. Exclusion from school: These include, but are not limited to the following: 1) fever of 99.5 or greater , 2) undiagnosed rash, 3) vomiting or diarrhea, 4) suspected pinkeye, 5) serious injury or illness, 6) excessive, persistent cough/nasal drainage. We ask that all students sent home with a fever, vomiting, or diarrhea be symptom free for twenty-four (24) hours prior to their return to school. Also, students with pinkeye, ringworm, or other contagious illnesses must be on the appropriate medication for twenty-four (24) hours prior to their return to school.

School Nurse: Whitko Community Schools employs a school nurse and several health assistants who are available in situations where medical issues arrive. Please inform the school nurse of health conditions involving your child so that the school has the latest information available to help meet your child's needs while at school. This would include medication changes, new health conditions, etc. There are instances where the school nurse might ask to meet with you by phone or in person to discuss a plan of care for your student if their needs are urgent or numerous. The nurse may send home a doctor or dental referral letter regarding your child if she feels there is a need for him/her to be seen by a medical professional.

## LOCKERS

All lockers made available for student use on school premises, including lockers located in the hallways, physical education/athletic dressing rooms, industrial arts, fine arts, band, music, choir rooms/hallways and classrooms, are the property of the Whitko Community School Corporation. These lockers are made available to students for storing school supplies and personal items necessary for use at school. Lockers should not be altered in any way (except for decorating the inside of lockers). Students are not to share lockers or locker combinations with other students. A student's use of a locker does not diminish the school corporation's ownership or control of the locker. The school corporation retains the right to inspect any locker and its contents to insure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen materials, and/or to prevent use of any locker in storing prohibited or dangerous materials such as weapons, illegal drugs or alcohol. Whitko Jr/Sr High School administrators will conduct a locker clean-out each semester.

The school cannot, and does not assume the responsibility for any loss. All articles are brought to school at the owner's risk. Money and other valuables should not be kept in lockers; valuable items may be left with the principal or assistant principal. Students are responsible for their lockers and will be charged for upkeep or maintenance if they abuse their lockers.

## LOST AND FOUND

Inquiries concerning lost or misplaced articles should be directed to the office. Such inquiries should be made immediately. Found items/articles should be turned in to the office immediately; found items/articles not turned in may be considered stolen.

## MEDIA CENTER

The Media Center is open from 7:35 a.m. to 3:20 p.m. each school day. Students may come to the Library:

- before and after school



- with a class accompanied by a teacher
- with a pass from a teacher
- with special permission from the media center specialist

## MONETARY INFORMATION

- The Indiana State Board of Accounts prohibits check cashing, therefore, payments by check must be written for the exact amount.
- Whitko Jr/Sr High School is not permitted to give cash back for payment.
- Change may not be given for anything larger than a twenty dollar bill.

## POWERSCHOOL INFORMATION

Parents and students are encouraged to regularly check on grades and attendance via online record keeping system and gradebook. Powerschool may be accessed through the WJSHS website or directly at the following Please call the school should you need assistance with your powerschool user name or password.

## PUBLIC SHOW OF AFFECTION

Students should not draw undue attention to themselves. WJSHS is an academic institution; any show of affection beyond hand holding is considered inappropriate (i.e. kissing and hugging). Students who persist in this type of behavior –while on school grounds or during the school day –will face disciplinary action. Students engaged in any kind of sexual activity may be suspended and/or expelled.

## SCHOOL CALENDAR

Activities must be cleared through the principal before scheduling the event. All school activities must be listed on the school calendar located in the office. Requests to use the school facilities must be submitted at least one week prior to the event.

## SCHOOL DELAYS/CLOSINGS (WEATHER RELATED INFORMATION)

When weather conditions make it necessary to delay the start of the school day or cancel school for the day, school officials will notify radio stations WOWO (AM 1190), WMEE (FM 97.3), WRSW (AM 1480 & FM 107), WBTU (FM 93.3), and WBCL (FM 90.3). Also TV stations 15, 21, 33, and 16. Students and parents should listen to the radio for school delay/closing announcements. The school delay or closing will be announced as “Whitko Schools” or “Whitko Community Schools”. In the event that schools are closed due to inclement weather, all buildings will be closed to students for the remainder of that day. All activities including athletics, plays, school newspapers, etc., and practices for such activities, may be canceled. Any exception must be approved by the Superintendent of Schools. **It may be in the interest of the student and parent to ensure that all contact information in Powerschool is accurate, in order to receive school messenger announcements.** Students and parents may also sign up for textcaster offered by Indiana News Center web site

<http://my.textcaster.com/servepopup.aspx?id=422>

1. There is a legitimate concern by Board members, staff, and parents, that in the interest of students traveling to and from home safely, they should not be asked or required to participate in any activity when school is canceled for inclement weather.

2. When schools are closed on bad weather days, there is inadequate adult supervision in the schools. This creates “open” buildings that have a magnet effect upon students who live in close proximity to the schools. Unsupervised students in the buildings create potential problems in liability, vandalism, littering, etc.
3. If we are to impress upon our youngsters the importance of education, then we should avoid undermining our efforts by placing undue emphasis on extracurricular activities. To do so is to risk the support of the public and bring into question our commitment to the safety of the children in our charge.

## SIGNS

Signs must be approved by an administrator before being posted. They must be posted on established bulletin boards. No staples or tape is to be used on walls.

## TELEPHONE

Students will not be called from class for phone calls except when an emergency exists and the call is from a parent or guardian. Phone messages will be delivered to students only if the call is from a parent or guardian. Classroom phones are not for student use unless supervised by a teacher.

## TEXTBOOK RENTAL

1. In any class where textbooks or other materials are required, each student must have these materials. These may be purchased, rented, or provided on a fee basis.
2. A fee to cover the cost of books and other supplemental materials will include all such requirements for the course. This fee does not include personal items such as paper, pencils, folders, etc.
3. Students will be given a receipt for payment of textbook rental and fees.
4. Students are responsible for materials issued to them and will be required to pay for lost or unreasonably damaged items. A student may only return books issued to him.
5. Lost or stolen rental books or materials should be reported to the teacher as soon as possible.
6. In cases of lost rental books, a second book cannot be rented until the lost book is paid for. If the book is located after it has been paid for, the money will be refunded. The amount will depend upon the condition of the book and the length of time used.
7. A student withdrawing from school for any reason must clear all bookstore obligations before the withdrawal procedure is complete.
8. Textbook rental will be classified as delinquent on December 30th of each school year. If the delinquent amount has not been paid within 30 days, action may be taken by filing complaints in small claims court.
9. Partial payment for book bills is encouraged if full payment is not possible by the due date.

## VISITORS

As a precautionary and preventive safety initiative, Whitko Jr./Sr. High now requires all visitors to set appointments prior to arrival. Last minute, or impromptu visitors, including parents, will not be given access to the main building, and shall be asked to make an appointment with specific members of staff. All visitors must check in at the main office upon arrival. Students are not allowed to have visitors during school hours including lunch. Any exceptions must be approved by the administration.

# Guidance Department Information

## COLLEGE ENTRANCE REQUIREMENTS

\*See Course Description Guide <https://www.whitko.org/Page/140>

## COLLEGE VISITS

1. Students should have taken appropriate tests (ASVAB, PSAT, SAT) before visit will be approved. Exceptions must be approved by the guidance director.
2. The student must arrange an appointment with the admissions office at the college to be visited. This is to be done by students or parents.
3. Once arrangements have been made with the college admissions office, a parent must then send a written request to Whitko Jr/Sr High School asking permission for the student to miss school to visit the college.
4. A college visitation permit will be issued by the guidance office; it must be signed by a guidance counselor, the attendance officer, and the student's teachers 1 week prior to the visit.
5. The visitation permit must be signed by the college official whom the student contacts.
6. The college visitation permit must then be returned to the guidance office when the student returns to school on the following day for the college visitation to be counted as a day's attendance.
7. College visits are available to grades 11 and 12 and are limited to two per year. A worksheet must be completed on each visit.
8. Permission for a college visit may be denied due to excessive absences or discipline referrals.
9. No visits should be scheduled during college exam week or finals week of a high school term.

## CREDITS EARNED AT HOME

Transcripts for students from home schooling, homebound, and private schools will be evaluated on an individual basis. All course work earned must be from an accredited source.

## CTE COURSES

CTE Courses available through Whitko Community Schools include Agriculture, Building Trades, Business Technology, Various Computer Applications, CISCO Network Technologies, Cooperative Education (Co-op), Culinary Arts Careers, Education and Early Childhood Careers, Emergency Medical Technician (EMT), Family and Consumers Science (FACS), Introduction to Health Care Systems (IHCS), Human Body Systems, Law Enforcement, Machine Tool (MT), Marketing & Entrepreneurship, Printing/Graphic Imaging Technology, Project Lead the Way (PLTW), Radio & TV Broadcasting/Telecommunications (RTBT), Stagecraft Technology, and Welding Technology. Prerequisites for each course vary and are available by contacting Whitko Jr/Sr High School.

## DROPPING SCHEDULED CLASSES

During the first week of a semester some students will need to change classes due to overloading, failed prerequisites, or valid medical reasons. These changes will be made whenever possible. All other requests will be denied. Book bills will not be changed if a student drops a class after 10 days.

Students who drop classes will receive a semester grade of W/F (Withdraw/Fail). Students may also receive a W/F for excessive discipline referrals for behavioral issues that create a disruption to the educational process. This W/F is used to calculate grade point average. If a student is withdrawn during the first semester of a full year course, a proper adjustment for a second semester course must be made. Parents and students will be requested to sign a “drop” form which explains the policy of dropping courses and full-time enrollment.

Students accumulating 5 unexcused absences in a class during one semester will be required to drop that class; a student who drops a class due to unexcused absences will receive an N/C (No Credit) for that class. Students enrolled in less than 4 courses will be considered part time students and may be recommended for expulsion.

## DUAL CREDIT GRADES

In order for students to earn college credit through Ivy Tech, students in multi-semester courses must earn C-or better in BOTH semesters. Grades will be averaged but BOTH semesters must be C-or higher for the college credit.

## AP COURSES

Students enrolled in an AP course are required to take the AP exam. Students will be charged for the fee assessed by the college board for an unused exam.

## GRADE CARDS

Grade cards will be available on PowerSchool each 9 week grading period or the week following each semester. Once a semester concludes, students will have 1 week to satisfy incomplete grades. Exceptions will be handled by the guidance department and school administration. Parents and students are encouraged to regularly check on grades via Whitko High School’s online record keeping system and gradebook. Powerschool may be accessed through the WHS website (<http://www.Whitko.Org>) or directly at the following web address:

<http://powerschool.Whitko.Org/public/>

Please call the school should you need assistance with your username or password.

## GRADE POINT AVERAGE (GPA)

The GPA is determined by dividing the total grade points by the total number of credits. WJSHS currently operates on a 12-point grading system, however is transitioning to a 4.0 scale, which will be used to determine a student’s Grade Point Average. Rank in class will be determined solely by Grade Point Average. Grades and values are as follows:

Grade	Value	Grade	Value	Grade	Value
A+	12	B-	7	D	2
A	11	C+	6	D-	1
A-	10	C	5	F	0
B+	9	C-	4	W/F	0
B	8	D+	3	W/P	0

Grade	%	Grade	%	Grade	%	Grade	%
A+	99-100	B+	87-89	C+	77-79	D+	67-69
A	93-98	B	83-86	C	73-76	D	63-66
A-	90-92	B-	80-82	C-	70-72	D-	60-62

## WEIGHTED GRADES

3 points will be added to the grade value per weighted class before the final total tabulation of a student's GPA (APEX courses will not be weighted, including AP courses). The rank in class is based upon the average of all subjects attempted and weighted.

Following is a list of courses included in the Weighted Grading Program: Honors English (9 & 10), AP Statistics, AP Environmental Science, AP Chemistry, AP Biology, Honors Geometry, Honors Algebra II, AP Calculus, Advanced 2-D & 3-D Art, AP English Literature, AP English Composition, and Pre-Calculus/ Trigonometry, and Spanish IV. Weighted grades being transferred will be accepted based on our current policy.

## GRADUATION REQUIREMENTS

For information regarding diploma types and credits, please refer to the Whitko Jr/Sr High School Course Description Guide. Guides may be found at the WCS central office, the WJSHS main office and/or guidance office, and online.

<https://www.whitko.org/Page/140>

## HOMEWORK POLICY

It is our belief that for students to be successful, it is important that coursework be done inside and outside of the classroom; homework can and should be expected. Teachers should make homework relevant to the work done in class and homework should be practiced to solidify, support, and accentuate in-class learning. Work should be meaningful and constructive. Teachers may utilize homework policies and/or disciplinary consequences if students do not complete homework. Student grades will reflect the completion of all work, including outside assignments.

## LATE WORK POLICY

It is vital that students stay current with classwork and homework. Accepting late work is at the discretion of the teacher. Students must adhere to the policies of each teacher when turning in late work. We believe it is important that students learn the content for each class.

## INCOMPLETE GRADES

Once a semester concludes, students will have 1 week to satisfy incomplete grades. Exceptions will be handled by the guidance department and school administration.

## ONLINE COURSEWORK

There are a large variety of online course offerings available through APEX Learning, Inc. Whitko Jr/Sr High School has an extremely limited number of student slots available so placement in an APEX course is at the discretion of the WJSHS administration. Students in alternative programming will be charged a fee to participate. Generally speaking, for all required coursework, students will take courses in the regular classroom if at all possible. Reasons for placement in an APEX course may include but are not limited to the following: schedule conflicts, desire to take a class not offered at WJSHS, retaking a class failed in the regular classroom, and/or unique circumstances which prevent students from being in the regular classroom. Students must finish their APEX coursework by the final day of the term in which they are enrolled. Students will not be permitted to add APEX classes mid-semester unless approved by WJSHS administration. Final exams must be taken at WJSHS under the supervision of a proctor; students will not be permitted to take final exams unless/until all coursework has been successfully completed.

\*Students will not be permitted to enroll in APEX courses in the case of a withdrawal/fail –same course (or equivalent) during the same semester unless granted permission by the principal.

## PARTICIPATORY CLASSES

WJSHS offers many classes in which student participation (active physical participation) is a major factor in determining a student's grade. If a student is absent or if a student is unable to physically participate in required activities for any reason and the coursework cannot be made-up in a timely manner, the student may receive a reduced grade in the class and/or be removed from the class. Students excused from physical participation due to illness or injury (with doctor's note) may be allowed to drop the class with an N/C (No Credit). Excessive days of non-participation due to student choice may result in a W/F (Withdraw Fail). Participatory classes may include but are not limited to: physical education classes, fine arts classes, family and consumer science classes, and industrial technology classes.

## PROGRESS REPORTS

Conferences between parents and teachers are strongly urged when the situation indicates an apparent need. Parents and students are encouraged to regularly check on grades and attendance via Whitko Jr/Sr High School's online record keeping system and gradebook. PowerSchool may be accessed through the WJSHS website (<http://www.whitko.org>) or directly at the following web address: <http://powerschool.whitko.org/public/> Please call the school should you need assistance with your username or password.

## SCHEDULING CLASSES

Counselors and students begin the scheduling process each January. Parent consent forms are required for students to enter course requests. A master schedule will be created based on student requests; schedule changes will be very limited after that point. Final schedules may be picked up in the fall. No schedules will be changed to request specific teachers. Students will be charged a fee of \$10.00 for unnecessary schedule changes.

## STUDENT ENTRY POLICY

Students who have not been attending another school or are transferring from an unaccredited school will be enrolled at the beginning of the following semester. Students may be provided options such as auditing Whitko

Jr/Sr High School classes for no credit. A student who is auditing classes will be removed from the classes if they are a discipline problem.

- 0 to 14 days: students who enroll in the first 10 days of the semester will be awarded full credit for earned credits.
- 15 to 60 days: students who enroll during this time period may earn credit by using APEX or the student may audit the courses for no credit.
- 60+ days to the end of the semester: students will be enrolled for classes to begin the following semester.
- Potential students age 18 and over may enter Whitko Jr/Sr High School if they can graduate that same school year. Determination for entry will be made on a case by case basis by the administration of Whitko Jr/Sr High School.

Administration reserves the right to make changes in the enforcement of this policy depending on the circumstances. Decisions will be made on a case by case basis.

## STUDENT RE-ENTER POLICY

1. Potential students age 18 and over may enter Whitko Jr/Sr High School if they can graduate that same school year. Determination for entry will be made on a case by case basis by the administration of Whitko Jr/Sr High School.
2. A student, who has been withdrawn or expelled from Whitko Jr/Sr High School for chronic behavioral or attendance problems in their previous tenure as a Whitko Jr/Sr High School student, may re-enter a second time on a probationary basis. Probationary status defined: It is felt that a sincere desire to continue one's education would not justify tolerating repetition of previous behavioral patterns. Any subsequent discipline problems could result in expulsion.
3. Any student that has withdrawn from Whitko Jr/Sr High School on two previous occasions and desires to enter the regular term at Whitko Jr/Sr High School for a third time will be required to pass two state required courses or similarly designated courses before permission to re-enroll will be granted. This requirement may be fulfilled in the following manner:
  - A. Correspondence course
  - B. Summer school
  - C. Qualified adult education schools that grant high school credits
  - D. Other approved coursework

Waivers to the above policy may be granted to individuals who have previously withdrawn because of medical problems, financial hardship, or who have not been in attendance in a regular high school setting for a period of at least 5 years. The administration reserves the right to make other exceptions as deemed necessary.

## STUDY HALL

Study hall is designed to provide students with an opportunity to complete part of their homework assignments during the school day. Due to the nature of the work done in a study hall, a quiet atmosphere is necessary at all times. Students should come to study hall with something to do; students will be expected to work/study/read during study hall. Restrooms and locker visitations should be taken care of during passing periods.

## TRANSFER GRADES

All grades will transfer to Whitko Jr/Sr High School as letter grades, regardless of the previous school's grading scales.

## WITHDRAW FROM SCHOOL

The proper procedure for withdrawing from school begins with the guidance department. Before any records are released all obligations to the school should be met and a forwarding address needs to be provided. In accordance with state law, all students who do not transfer but withdraw from school must have an exit interview with the principal or principal designee. Per Indiana legislation (July 2005), students ages 16-18 removed by their parents are considered to be continuing their education under the direction of the parents. All withdrawing students and their parents must come to the building for an exit interview. Early withdrawal from school may risk loss of driver's license and/or work permit until the age of 18. Transferring to another school requires a parental contact to the guidance department.

## HONOR ROLL

Whitko Jr/Sr High School uses a 12-point grade system: A+ = 12, A = 11, A- = 10, B+ = 9, B = 8, B- = 7, C+ = 6, C = 5, C- = 4, D+ = 3, D = 2, D- = 1, F = 0

In order to determine students eligible for honor rolls the following guidelines have been adopted by a committee of students, teachers, counselors, and administrators:

1. Students with a grade lower than a C-will not be included.
2. Students who receive a grade point average of 10 or above will be on the High Honor Roll.
3. Students who receive a grade point average of 7 or above will be on the Average Honor Roll.

## GRADES 7&8 HONOR ROLL

An all A and an all A/B honor roll will be published each grading period.

## NATIONAL HONOR SOCIETY

Membership into the National Honor Society is by invitation only. To be eligible, juniors and seniors must have an 8.75 GPA. Selection for membership is made by the faculty. The National Honor Society promotes character, leadership, scholarship, and service through projects during the school year. Members are presented a gold honor cord at commencement. Any National Honor Society member who is guilty of a major student handbook violation (including cheating or academic fraud) must go before a National Honor Society review board which will determine the consequences that may include loss of membership in the National Honor Society.

## SCHOLARSHIPS

Each year individuals, colleges, industries, businesses, service groups, clubs, and other organizations give many scholarships to deserving students so they might further their education. Scholarship information is available in the front office and guidance office.

## VALEDICTORIAN AND SALUTATORIAN

Valedictorian and Salutatorian status is earned via successful completion of the Indiana Academic Honors Diploma and highest cumulative GPA at the end of the 7th semester of high school. All eligibility requirements will be dependent upon academic performance through the first semester of the senior year (the end of the seventh high school semester). Duplicate awards are made in case of ties. In addition, students must have been a WJSHS



student for a minimum of two (2) consecutive school years including their senior year. Home-schooled students must earn a minimum of six (6) semesters from a State accredited high school program to be considered for Valedictorian and Salutatorian.

# ATTENDANCE

## PHILOSOPHY

School attendance is of the highest importance to learning. Regular attendance is essential for a student to achieve her greatest potential. The development of good attendance habits is valuable in school, business, and industry. It is difficult for students to learn if they are not in class as the teaching/learning process builds upon itself. Research shows educational achievement is directly related to attendance. Although students may be given the opportunity to make up assignments they have missed due to an absence, it is impossible to make up the total classroom experience. A day absent from the classroom can never be replaced and the interaction between teacher and student can never be duplicated.

## CUTTING CLASS/TRUANCY

These policies and procedures governing absences, tardies, cutting class and truancy are established to ensure a clear understanding of the importance of good school attendance. It is well established that there is a direct relationship between success in school and good attendance.

School attendance is the mutual responsibility of the individual student and parent. Parents and guardians should monitor attendance of their children to ascertain that attendance is regular. Throughout this policy, the term “parent” refers to one or both of the student’s parents or guardians.

It is the student’s responsibility to ask teachers for make-up assignments and due dates for those assignments. This should be done the day the student returns to school.

## PARENT LEGAL RESPONSIBILITY

Parents are legally responsible for their children’s school attendance per Indiana Compulsory Attendance Laws. Students are expected to attend school prepared and ready to learn.

## REPORTING AN ABSENCE

Parents are asked to notify the school prior to 10:00 a.m. on the day of a student’s absence; if this is not possible a parent or guardian must call the school or send a written note –the note should include the date(s) and reason for the child being absent and must be signed by the parent or guardian. All absences must be verified by a parent (written/signed note or phone call) within 48 hours of a student’s return to school. If verification is not provided within 48 hours of a student’s return to school he/she will be marked as UNEXCUSED and potentially TRUANT. A parent is to call and verify the absence of their child only, not that of another student.

### Excused Absences:

The following will be marked as EXCUSED provided verification by a parent (written/signed note or phone call) within 48 hours of a student’s return to school; If a parent/guardian does not call the school or the student does

not bring a note upon his return to school (within 48 hours) the absence will be considered UNEXCUSED and potentially TRUANT.

- A. Student illness
- B. Medical appointment(if/when possible, medical appointments should be scheduled after school hours. Students should be away from school for only the time required for transportation to and from the appointment and the appointment time; school time missed not covered by a doctor's note will be marked as unexcused or potentially truant.)
- C. Legal appointment(if/when possible, legal appointments should be scheduled after school hours. Students should be away from school for only the time required for transportation to and from the appointment and the appointment time.)
- D. Funerals(immediate family members or persons outside the immediate family with parent permission.)
- E. School related events
- F. Non-school related events that have been pre-arranged and/or approved by administration
- G. Job interviews(2nd semester seniors only –students must be in good standing (attendance/grades) and bring written confirmation that the interview was held.)

“Excused” absences beyond absence number 7 may be recorded as unexcused unless additional verification is provided pertaining to absences (example: doctor's note).

Not in attendance, but NOT counted as absent:

- A. A page serving the Indiana General Assembly
- B. Students in grades 7 through 12, serving at the polls on election day with prior approval of principal and written verification from poll official
- C. Court appearances which are documented by a probation officer or officer of the court
- D. Active duty with the Indiana National Guard for not more than 10 days in a school year.
- E. Placement in a short term inpatient treatment program which provides an instructional program
- F. Homebound instruction
- G. Religious observances
- H. School approved field trips (school related field trips, State Fair, FFA, 4-H, IHSAA Events)

Unexcused Absences:

- A. Any absences not listed above (under excused absences) will be considered unexcused.
- B. Beyond absence number 7 (excused or unexcused), absences verified solely by a parent (ex: illness) may be considered unexcused unless additional verification is provided (ex: doctor's note).
- C. Students accumulating 5 unexcused absences in 1 class (during 1 semester) may/will be required to drop that class; the student may/will receive an N/C (No Credit) for the dropped class. Students enrolled in less than 4 courses will be considered a part time and may be recommended for expulsion for the remainder of the semester/year.
- D. NOTE\* Full-day Unexcused absences DO NOT reset at semester

**Students who accumulate 10 unexcused absences in one academic year will be reported to the County Prosecutor for truancy. Students who accumulate 20 unexcused absences in one academic year will be recommended for expulsion.**

Truancies:

- A. Absent from school without verification/permission from the parent and school.
- B. Leaving school without permission from the parent and school.
- C. Absent from class without a pass from the teacher or permission from the office, including leaving class without permission.
- D. Teachers are not required to provide make-up work for unexcused absences or truancies.

## IMPORTANT ATTENDANCE INFORMATION

### Parent verification

- A. Absences may be excused by a doctor's statement, parent note, or parent phone call. Notes or parent calls received later than 48 hours following a student's return to school will not be honored and will be marked as unexcused.
- B. Students will not be automatically excused just because the parent calls or writes a note giving the student permission to be absent from school. School personnel along with adopted policy will determine if an absence is excused or unexcused.

## PLANNED ABSENCES

Prior to your absence, bring a parent signed note requesting that you be excused from classes. The note should include your name, the dates you will be absent, and the reason for your absence. Class work must be made up and turned in to your teachers prior to your absence or on the first day you return to school. Planned absences may be marked as unexcused if a student is not in good standing (attendance/grades). Planned absences will not be granted and will be marked as unexcused during state testing/Final Exam windows and/or the last week of each semester.

## VACATION DAYS

Up to 5 vacation days may be taken by students and will only be counted as excused (VAC) if the absences are pre-arranged, the student is in good standing (attendance/grades), and the student is vacationing with his/her parents. Vacations taken with non-family members or without administrative approval may/will be counted as unexcused. Vacation days will not be granted and will be marked as unexcused during MAPS/State Testing/Final Exam windows and/or the last week of each semester.

## COLLEGE VISITATIONS

See "College Visitations" in the ACADEMICS section of the handbook.

## EXCESSIVE ABSENCES

When a student accumulates 7+ absences in a class for any reason (excused and/or unexcused) during one semester (excluding suspended days) the student may receive an N/C (No Credit) for the class based on administrative review. Students with excessive absences that are excused with a doctor's statement will be given special consideration if brought up for review.

### Parent Notification (excessive absences)

- A. Whitko Jr/Sr High School will notify parents, in writing, when their child has accumulated 6 and 7 days of absence in any given class (per semester).
- B. Per state law, letters will be sent to the County Prosecutor following 10 unexcused absences (in one school year).

Attendance Review Process:

Following 7+ absences in a semester (excused and/or unexcused) students are to report to the assistant principal for an attendance review. An attendance extension form must be obtained from the principal or assistant principal, completed, and returned to the assistant principal.

#### Attendance Extension Forms:

Attendance extension forms will outline guidelines and/or disciplinary consequences pertaining to future absences for “frequently absent” students (7+ absences in one semester –excused and/or unexcused); options may include but are not limited to:

1. assign immediate detention, suspension, Saturday school, or tutoring,
2. revoke work permit,
3. revoke driving privileges to school,
4. remove extra-curricular participation (such as: prom attendance, club involvement, and/or athletic events),
5. loss of credit (N/C).

Failure to abide by terms as outlined in an attendance contract (or failure to serve resulting disciplinary consequences if applicable) may/will result in loss of credit (N/C) or suspension/expulsion in extreme cases. Students with excessive absences that are excused with a doctor’s statement will be given special consideration if brought up for review. \*Students with attendance extensions may be excluded from field trips.

#### Excused Absences –Make-Up Work:

Credit for make-up work shall be allowed. Make-up work shall be equivalent, but not necessarily identical, to the instruction presented in class. Students are to request make-up work and shall be given one calendar day for each missed day to complete the make-up work. Extended illness shall be handled on an individual basis. Homework assignment requests should be made by calling the school office by 10:00 a.m. Homework may be sent home with another student or picked up in the school office according to arrangements made. Homework will be secured when a student has been absent 2 or more days with a parent contact.

## EARLY DISMISSAL/LATE ARRIVAL:

Parents should contact the school office prior to an appointment requiring a student to arrive late to school or leave before the end of the normal school day. The student must sign in/out in the office where a note or appointment card must be presented if no parent contact about the appointment has been made previously. Students should make prior arrangements for missed school work. Transportation other than by parent or guardian must be authorized by the parent or guardian. Students who leave school grounds during the school day without proper permission may be subject to disciplinary action.

Procedure to follow when arriving at school after 8:00 a.m.:

1. Report to the office immediately upon arrival at school.
2. Complete the Sign Out/In **Google** Form in the office.
3. Students must have a note from a parent/guardian stating the reason the student was late.
4. Receive a pass to class and go immediately to class. Failure to sign in may result in an unexcused absence/tardy and further disciplinary consequences.

Procedure to follow when leaving before 3:05 p.m.:

1. Students must bring a signed note to the attendance office from parent/guardian stating the reason the student must leave early.
2. Receive permission from the administration to leave early and receive a pass from class for the time specified on the parental note.

3. Students must complete the sign Out/In **Google** Form in the office before leaving the school.
4. If the student returns to school before the end of the school day, he/she must follow the above procedures. Failure to sign out may result in an unexcused absence and further disciplinary consequences.

STUDENTS ARE NOT PERMITTED TO LEAVE SCHOOL GROUNDS FOR ANY REASON WITHOUT BOTH PARENTAL AND ADMINISTRATION APPROVAL. A student who leaves school property without school/administrative approval will be marked as unexcused or truant; leaving school without permission may also result in disciplinary consequences.

## EXTRA-CURRICULAR ATTENDANCE:

A student too ill to attend school during the day will not be permitted to participate in school activities after school or that evening. Students who are too ill to come to school are assumed to be too ill to go to work after school; students who are absent, but go to work, will be recorded as unexcused.

1. Students must be in attendance for the last half of the school day to participate in after school activities. Students who are dismissed early from school due to illness should not be in attendance at practice, games, or other school activities. Any absence due to a doctor's appointment or court appearance must be covered with a certificate.
2. Students serving out-of-school suspensions (OSS) or expulsion will not be permitted on school property or permitted to attend any school function or to participate in any school activity whether or not said activity is on school grounds.
3. Any exception to the above rules must be granted by the administration.

## TARDY POLICY:

Students are expected to be at school and in class on time. If a student is tardy due to a teacher, administrator, or a counseling conference, the student will be expected to produce a signed pass; students arriving to class without a signed admit slip/pass will be marked as tardy or absent (unexcused/truant). The admit slip should be obtained from the staff member who detained the student. A student will be considered tardy if he arrives to class up to 10 minutes after the start of class. After that, the student will be considered absent and potentially truant for that period (tardies are per semester). Students who choose to drive may be marked as tardy or absent if they arrive late to school due to trouble with their vehicles or other reason even if verified by a parent or guardian. Tardies without a pass will be unexcused.

### Tardies for One Class:

- 3-5th Unexcused Tardy to One Class: Teacher conferences with students.
- 6th Unexcused Tardy to One Class: 2 Hour Detention (3:15-5:30 p.m.)
- 10th Unexcused Tardy to One Class: 1 Day ISS and a warning issued for a withdraw/fail
- 12th Unexcused Tardy to One Class: 2 Days ISS and withdraw/fail issued for specific class

### Collective Tardies:

- 10th Unexcused Collective Tardy - Level 2 Detention (3:15 - 5:30 p.m.)
- 15th Unexcused Collective Tardy - 1 Day ISS
- 20th Unexcused Collective Tardy - 2 Days ISS
- 25th Unexcused Collective Tardy - 3 Days OSS, expulsion warning
- 30th Unexcused Collective Tardy - 10 Days OSS, Expulsion

## TRUANCY POLICY:

Truancy is a very serious offense and will be treated accordingly. Habitual truancy is defined as three or more truancies (cuts) over the course of one school year or having more than 10 unexcused absences in one school year. Habitually truant students will be reported to the county prosecutor. At Whitko Jr/Sr High School, "truancy" is defined as:

- Absent from school without permission of the school and parent
- Leaving school grounds without permission from the school and parent.

### 1. Full or partial cuts from school (4 or more classes cut from school in one day)

- First Offense: 1 Day ISS
- Second Offense: 3 Days ISS
- Third Offense: 5 Days ISS, expulsion warning
- Fourth Offense: 10 Days OSS, expulsion

### 2. Single class cut:

- First Offense: 2 Hour Detention
- Second Offense: 1 Day ISS
- Third Offense: 3 Days ISS
- Fourth Offense: 5 Days ISS, Warning for withdrawal/No Credit
- Fifth Offense: Withdrawal/no credit issued for specific class

## STUDENT BEHAVIOR

### EXPECTATIONS

Students are to respect constituted authority, which includes obedience to school rules, regulations and procedures. The staff anticipates that parents will be concerned and cooperative in dealing with any behavioral problems which may arise, and expects that this cooperation will be made apparent to the child. Therefore, one of the most significant objectives of discipline must be to develop within the individual student the desire to exercise his rights judiciously. To realize this objective, the superintendent, principal, any administrative personnel, or any teacher of the school corporation shall be authorized to take any action in connection with student behavior, in addition to the actions specifically provided for in this handbook, reasonable desirable or necessary to help any student, to further school purposes, or to prevent an interference therewith, such action including:

1. Counseling with a student or group of students
2. Conferences with a parent or group of parents
3. Assigning students work
4. Rearranging class schedules including removal from class with a W/F (Withdraw/Fail) and reassignment to study hall
5. Requiring a student to attend school after regular school hours (examples: detention and Saturday school)
6. Restriction of extracurricular activities
7. Denial of graduation ceremony participation

8. Loss of driving privileges
9. Suspension
10. Expulsion for remainder of semester and/or following semester or year
11. Restitution for vandalism or theft
12. Discipline contract
13. Drug or alcohol treatment
14. Law enforcement involvement

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to remove a student from the school. In this event and in accordance with the provisions of IC 20-8.1-5.1, the Board authorizes administrators and staff members to take the following actions:

## **REMOVAL FROM CLASS OR ACTIVITY –TEACHER:**

A teacher will have the right to remove a student from his/her class or activity for a period of up to 1 class period if the student is assigned regular or additional work to be completed in another school setting.

## **SUSPENSION FROM SCHOOL –PRINCIPAL:**

A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to 10 school days. A second suspension may result in loss of driver's license and work permit. A third suspension may result in expulsion.

## **GROUND FORS FOR SUSPENSION OR EXPULSION:**

Grounds for suspension or expulsion are student misconduct or substantial disobedience. The following include examples of student misconduct or substantial disobedience, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision:
  - A. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - B. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - C. Setting fire to or damaging any school building or property.
  - D. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
  - E. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under their supervision.
2. Causing or attempting to cause damage to school property or private property. Stealing or attempting to steal school property or private property. This would include misuse of private or school property.
3. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. This would include fighting, aiding/abetting a fight, being a bystander, cheering on a fight, video recording a fight, physical contact, and provocation.

4. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.
5. Knowingly possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon. (Ex.: look-alike guns or other look-alike weapons)
6. Knowingly possessing, using, transmitting, receiving, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. This would include possession of paraphernalia. Also, knowingly possessing, using, receiving, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind. Use of drugs authorized by a medical prescription from a physician is not a violation of this subdivision.
7. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
8. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
9. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function. This would include but not be limited to dialing 911 or tampering with the alarm system.
10. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including, but not limited to:
  - A. engaging in sexual behavior on school property;
  - B. disobedience of administrative or any school personnel authority; Any student refusal to be searched upon reasonable suspicion by school officials is immediate grounds for expulsion.
  - C. willful absence or tardiness of students;
  - D. possessing, using, transmitting, receiving, or being under the influence of caffeine based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription;
  - E. engaging in gang signs, symbols, gestures, or gang recruitment;
  - F. possessing or using tobacco products or tobacco look-alikes (including e-cigarettes); if the student who violates the tobacco policy is under the age of 18; the court/prosecutor's office will be notified as to the violation according to IC.35-46-1-10.5. First offense will be 3 days OSS and completion of tobacco tutorial or similar school assignment due upon student return. Second offense will result in 5 days OSS. The third offense will result in a recommendation for expulsion.
  - G. throwing objects, including but not limited to snowballs, in such a way as to be threatening to the general safety of students and school personnel on school grounds, in buildings, or at school sponsored events, before, during or after school or at the event;
  - H. refusing to identify him/herself to any teacher, member of the administrative staff, or other authorized person immediately before, during or immediately after school, or at school sponsored events. If an identification card has been issued to a student, it shall be produced if requested;
  - I. cheating, plagiarizing or misrepresenting authorship of any school related assignment;
  - J. forging or possessing forged documents, passes or notices related to school purposes;
  - K. possession of explosives of any kind (firecrackers or any type of fireworks);
  - L. threatening or intimidating fellow students/staff;



- M. dress and grooming in violation of Board policy: 1st Offense: Warning, 2nd Offense: Lunch Detention, 3rd Offense: 2 hour Detention, 4th Offense: 1 Day ISS, 5th Offense: Subject to Administrator discretion
- N. harassment/sexual harassment
- O. misuse of school equipment, including school computers and/or the WHS wireless network

11. Possession of a Dangerous Weapon

Firearm

- A. No student shall possess, handle or transmit any firearm on school property.
- B. The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code:
  - any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
  - the frame or receiver of any weapon described above
  - any firearm muffler or firearm silencer
  - any gas powered firearm
  - any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device
  - any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter.
  - any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled
- C. The penalty for possession of a firearm: ten (10) days suspension and expulsion from school for one calendar year. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.
- D. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

Non-Firearm

- A. No student shall possess, handle or transmit any weapon on school property.
- B. The following devices are considered to be dangerous weapons as defined in Section 930 of Title 18 of the United States Code: any weapon, device, instrument, material, or substance (animate or inanimate) that is used for, or readily capable of, causing death or serious bodily injury (does not include a pocketknife of less than 2 ½ half inches in length –knives of this nature may still result in suspension).

- 12. Leaving the school, class, or class assignment without permission from authorized school authority.
- 13. Use of abusive language and/or vulgar, indecent language or gestures which cause a substantial disruption or interference with school purposes or an educational function.
- 14. Perjury/willful telling of a lie, including any attempt to impede an administrative investigation.
- 15. Accumulation of a third suspension during a school year will be recommended for expulsion.
- 16. Derogatory slurs/intimidation because of someone's religion, race, or ethnic background.
- 17. Being in an unauthorized area of the building or school grounds without staff permission.
- 18. Falsely reporting absences.
- 19. Possession of ammunition

20. Disruptive behavior – Depending on the incident, disciplinary action will range from after school detention to suspension and expulsion. Repeated discipline referrals during the semester may result in the student being removed from the class with a W/F.
21. Insubordination -failing to follow the reasonable instructions of school personnel. There may be varying degrees of insubordination.
22. Sharing of lockers or locker combinations
23. Student bullying (see “Bullying” in General Information section of handbook)
24. Possession or distribution of pornographic and/or inappropriate content of a sexual nature (print, cell phone, electronic device, etc...)
25. Violating the electronics policy.
26. Violating any of the student driving policies or procedures on the Student Driving/Parking Permit form.
27. Accumulation of multiple disciplinary referrals for unsafe, disrespectful, inappropriate, or disruptive behavior.

The grounds for suspension or expulsion listed above apply when a student is:

1. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group;
2. Off school grounds at a school activity, function, or event, or by a school group.
3. Traveling to or from school or a school activity, function, or event.

In addition to the grounds listed above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student’s removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria which takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

## SUSPENSION PROCEDURES:

When a principal (or designee) determines that a student should be suspended, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
  - A. A written or oral statement of the charges
  - B. If the student denies the charges, a summary of the evidence against the student will be presented, and
  - C. The student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parents or guardians of suspended students will be notified in writing. The notification will include: the dates of the suspension, a description of the student’s misconduct, and the action(s) taken by the principal (or designee).

## **EXPULSION PROCEDURES:**

When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
  - A. legal counsel
  - B. a member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parents are asked to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The request to appear at the expulsion meeting will be in writing, delivered by mail or by personal delivery, and contain the reasons for the expulsion and the date, time, place, and purpose of the meeting.
4. At the expulsion meeting, the principal (or designee) will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent. The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within 10 days of the receipt of notice of the action taken. The student or parent's appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of both the school administration and the student and/or the student's parents. The board will then take any action deemed appropriate.

## **FORM 16 (PROBATIONARY CONTINUED EDUCATION AGREEMENT):**

Form 16, developed by ISBA, and may be used in lieu of suspension with recommendation for expulsion. Form 16 may be used at the discretion of the superintendent, principal, hearing examiner, or school board.

## **DRIVING PRIVILEGES FOR STUDENTS UNDER SCHOOL SUSPENSION/EXPULSION:**

This act amends the driver's license law to:

1. Prohibit the issuance of an operator's license, learner's permit, temporary motorcycle learner's permit, and motorcycle operator endorsement or license, and
2. Invalidate a person's license or permit if the person less than eighteen (18) years of age is under:
  - A. at least a second suspension from school for the school year under IC 20-8.1-5-4;
  - B. an expulsion from school under IC 20-8.1-5.4.

## LUNCH DETENTION

Lunch detentions may be assigned by administration in the case of missing/late homework and/or disciplinary issues. Students serving lunch detentions should report immediately to the designated area; students will have time to eat during lunch detentions. Failure to serve an assigned lunch detention will result in additional disciplinary consequences as determined by administration.

## AFTER SCHOOL DETENTION

1. Detentions will be from 3:10pm to 4:10pm (1-hour detention) or 3:10pm to 5:10pm (2-hour detention); detentions are held on Tuesdays and Thursdays.
2. Failure to serve an assigned 1-hour detention will result in an assigned 2-hour detention; exceptions will be determined by administration.
3. Failure to serve an assigned 2-hour detention will result in an assigned Saturday School; exceptions will be determined by administration.
4. Detention Rules
  - A. Students assigned to detention will report no later than 3:10pm.
  - B. Students may be assigned seats and will not leave them without permission from the detention supervisor.
  - C. Students are to be awake and alert at all times; students are not permitted to rest their heads on the desks.
  - D. No cell phones, electronic devices, or other recreational articles are allowed during Saturday school
  - E. Students are permitted to speak only if permission is given.
  - F. Permission to leave the room must be granted by the detention supervisor.
  - G. Eating and/or drinking will not be allowed.
  - H. Students are expected to use detention time in a constructive manner. They should bring materials to study or read.
  - I. Writing materials such as paper, pens, and pencils are to be furnished by the student.
  - J. Students will not write on the blackboard, mark on any school property, or disturb the bulletin boards.
  - K. Students may not skip detentions to participate in extracurricular events.
  - L. Students who choose to break the detention rules will be assigned to another detention.
5. Transportation Arrangements for Students Serving Detention
  - A. Students will not be expected to serve detentions on the same day they are assigned so that they may have time to arrange transportation.
  - B. Students serving after school detention are responsible for arranging transportation to return home.
  - C. Pierceton area students can ride either the 4:45pm or 5:45pm shuttle busses from Whitko Jr/Sr High School to Pierceton, Larwill, and Sydney. Students and their parents will need to arrange transportation for the student to get home once dropped off the shuttle bus. Shuttle busses will load and depart from the student parking lot.

Repeatedly skipping detentions will result in alternative and/or increased disciplinary consequences.

## **SATURDAY SCHOOL:**

Saturday School is an intermediate disciplinary step between after-school detention and suspension. It provides consequences designed to correct student behavior, while also allowing time for academic study and individualized self-reflection.

### **1. Goals and Purpose of Whitko Saturday School**

- A. To provide an effective option in dealing with attendance and disciplinary problems in an atmosphere that does not interrupt the regular school day.
- B. To demonstrate to the parents, students and community Whitko Jr/Sr High School's desire to keep students in school and maintain high standards in regards to academics and behavior.

### **2. Saturday School Procedures**

- A. Saturday school will begin at 8:00 a.m. and run until 12:00 noon; tardy students will not be admitted.
- B. Students are required to have their class assignments, books, and supplies with them when they report to Saturday school.
- C. Students must be awake and alert at all times.
- D. No cell phones, electronic devices, or other recreational articles are allowed during Saturday school.
- E. There will be a ten minute break at approximately 9:45 a.m. Students may go to the restroom, throw away paper, get a drink and sharpen pencils at that time.
- F. Students must complete the SS work assignment.
- G. No drinks, food, or candy will be allowed during Saturday school.
- H. Students are not allowed to talk or get out of their assigned seat without permission from the Saturday school supervisor.
- I. Any student not following Saturday school procedures or misbehaving in Saturday school will be removed and suspended from school beginning the following week.
- J. Failure to attend an assigned Saturday school may/will result in 1 day in-school suspension (ISS) and a reassigned Saturday school; exceptions will be determined by administration.
- K. Failure to attend a REASSIGNED Saturday school will result a 3 day in-school-suspension (ISS); exceptions will be determined by administration.
- L. Students may not skip a Saturday school to participate in an extra-curricular event.
- M. Students (and parents of those students assigned to Saturday school) are responsible for arranging transportation to and from Saturday School.

**REPEATEDLY SKIPPING SATURDAY SCHOOLS WILL RESULT IN ALTERNATIVE AND/OR INCREASED DISCIPLINARY CONSEQUENCES.**

## **IN SCHOOL SUSPENSION/ISS:**

ISS will be held daily. Cell phones will not be permitted, and students will be required to work on school assignments. Social media, YouTube, Movies, or other software or apps will not be permitted and may result in the confiscation of the student's school issued chromebook for the duration of the suspension.

## **SECLUSION AND RESTRAINT:**

A student will not be subject to seclusion or restraint unless the student's behavior poses an imminent risk of injury to the student or others. However, significant violations of the law, including assaults on students and staff, will be reported to the police. As soon as possible after any use of seclusion or restraint, the student's parent or guardian will be informed and provided with a detailed account of the incident, including the circumstances that led to the use of seclusion or restraint.

## **SEARCH AND SEIZURE:**

School personnel have the right, correlative to their duty to protect students from harm, to conduct reasonable searches of students' belongings and, when necessary, of their persons; however, strip searches are not permitted. Such searches should be made in the presence of the pupil and a witness.

## **INVOLVEMENT OF LAW ENFORCEMENT OFFICIALS:**

The principal, superintendent may request the assistance of law enforcement official to assist the school administrators in inspecting lockers or their contents for purposes of enforcing school policies only if such assistance is required:

1. To identify substances which may be found in the lockers; or
2. To protect the health and safety of persons or property, such as to aid in the discovery and disarming of bombs that may be located in the lockers.

## **INTERROGATION:**

Police may interview a student on school property. A member of the school professional staff should be in attendance at the interview.

Pursuant to Public Law 121-1989, the Board of Trustees of Whitko Community School Corporation adopts this policy regarding the restriction of driver's licenses and permits.

### **(SEC. I) HABITUAL TRUANCY**

1. Indiana Code 20-8.1-3-17.2 provides that any person, while of the ages of 13 and 14, who is determined to be a habitual truant as defined by school board policy, cannot be issued an operator's license or learner's permit until the age of 18.
2. The term "habitual truant" is hereby defined as a student who is chronically absent, by having unexcused absences from school for more than ten (10) days of school in one (1) school year.
3. The procedures for enforcement of SECTION I, as applied to a student who is 13 or 14 years old, are as follows:
  - A. The principal or his/her administrative designee shall:
    - i. Designate any student as a habitual truant if the student's attendance records indicate a violation of SECTION I.B.;
    - ii. Give written notice by certified mail, return receipt requested, to the student and his/her parent or custodian of such designation and of the right to make a written request for a hearing to the Superintendent of Schools within 10 calendar days of receipt of notice; and

- iii. Notify the State Bureau of Motor Vehicles if: The hearing examiner makes a determination of habitual truancy; or The parents/custodians or the student choose not to request a hearing of the principal's designation of habitual truancy.
  - B. Upon the timely request for a hearing, the Superintendent or his/her administrative designee shall appoint a hearing examiner, who may be any person on the administrative staff or an attorney, as long as such person has no involvement in the particular case.
  - C. The hearing examiner shall:
    - i. Give a minimum 2 days notice of the date, time and place of the hearing;
    - ii. Follow the provisions of Indiana Code 20-8.1-5-10 in conducting the hearing; and
    - iii. Make the determination and give notice to the Superintendent, principal, student, and parents via written findings of fact and conclusions as to whether the student is a habitual truant under this policy. Such determination shall be final and shall be deemed to be the determination of this Board of Trustees.
- 4. For any student age 13 through 17 who has been determined or designated a habitual truant under this policy, the following review procedures apply:
  - A. The principal shall review the student's attendance record no less than one time each school year to determine if the prohibition against receipt of an operator's license or learner's permit shall continue. The principal shall be guided by the following factors:
    - i. At least 60 school days must have elapsed in order to have a significant sampling upon which to make a determination of improved attendance;
    - ii. The number of absences since the initial determination or designation and the reasons for each shall be reviewed. One absence based on truancy (willful and in defiance of parental authority) shall cause the principal to recommend that the aforementioned prohibition shall continue.
  - B. The principal shall forward his/her recommendation to the Board of Trustees for its review and determination. If the prohibition against receipt of the license or permit is removed, the principal shall notify the State Bureau of Motor Vehicles. The removal of the prohibition, however, shall not cause the number of truancy days to be erased for purposes of later determining that a student is a repeat habitual truant under this policy.
- 5. The only statutory timelines which apply to these SECTION I procedures are those contained in Indiana Code 20-8.1-5-10 and 20-8.1-3-17.2.
- 6. The Superintendent shall see that a uniform summary information form is developed which:
  - A. Indicates the date of the principal's designation of habitual truancy and of the hearing examiner's determination, if any;
  - B. Indicates the date and result of the review of the attendance record of a habitual truant by the principal and Board of Trustees; and
  - C. Is placed in and becomes a permanent part of the student's record file and which shall be included with any records sent to another school system in which the student enrolls.
- 7. If a student who has been designated and/or determined a habitual truant and remains ineligible to obtain a license/permit properly quits this school system or transfers to public or non-public school, the principal with authority to review such student's attendance record shall be deemed to lose such authority and to no longer be under a duty to conduct the review. Conversely, if such a student moves or transfers to this school system the principal shall conduct the appropriate review.

## (SEC. II) SUSPENSION AND EXPULSION

### 1. Issuance of License or Permit

A. Indiana Code 9-1-4-29 (g) states: "An operator's license or a learner's permit may not be issued to an person less than eighteen (18) years of age who is under:

- i. at least a second suspension from school for the school year under IC 20-8.1-5.1-8 or IC 20-8.1-5.1-9;
- ii. an expulsion from school under IC 20-8.1-5.1-8, IC 20-8.1-5.1-9, or IC 20-8.1-5.1-10;

B. For purposes of the issuance (as opposed to invalidation) of a license/permit, if a student receives a second suspension from school in any one school year, the principal shall notify the State Bureau of Motor Vehicles of the beginning and ending dates of the second suspension and the date of the end of the trimester in which the student is reinstated to school.

- i. This Board of Trustees interprets Indiana Code 9-1-4-29(g) and 9-1-4-33(a)(2) to mean that a student who receives such second suspension may not be issued a license/permit until the end of the trimester in which the person returns to school.
- ii. The principal shall not sign any eligibility form designed to accompany an individual application for the issuance of a license/permit for any student who receives a second suspension until the end of the trimester in which the person returns to school.
- iii. If the State Bureau of Motor Vehicles via a written communication to Indiana school corporations indicates a different interpretation than expressed in SECTION II.A.2.a., this school system will follow said Bureau's interpretation.

## 2. Invalidation of License or Permit

A. Indiana Code 9-1-4-33.4(a) states: "If a person is less than eighteen (18) years of age and is under a suspension, expulsion as described in section 29(g) of this chapter, the department shall, upon notification by the person's principal, invalidate the person's license or permit until the earliest of the following events:

- i. The person becomes eighteen (18) year of age.
- ii. The end of the semester/trimester in which the person has been reinstated in school.
- iii. The suspension or expulsion is reversed after the person has had a hearing under IC 20-8.1-5."

B. For purposes of the invalidation of a license/permit, the principal shall notify the State Bureau of Motor Vehicles in the following circumstances, with each notice indicating the last day of the trimester in which the student returns to school.

- i. The student receives a second suspension from school in any one school year;
- ii. The student is expelled from school for any reason established by state statute Indiana Code 20-8.1-5-5(1).

C. Should any such second suspension or expulsion be reversed after the student has utilized the procedures under Indiana Code 20-8.1-5, the principal shall notify the State Bureau of Motor Vehicles directly in writing.

D. Should the principal have reason to believe that a 17-year-old student, or a 16-year-old student with written consent of his/her parents/custodians, is quitting school in order to avoid a second suspension in a school year or an expulsion or exclusion for misconduct, the principal is given the discretion to consider such as an offer to quit, to reject the offer, to continue with the suspension, expulsion proceeding, and to notify the Bureau of Motor Vehicles of the outcome of such proceeding.

E. Any student whose license/permit has been invalidated by the State Bureau of Motor Vehicles may appeal pursuant to Indiana Code 9-2-1.

## (SEC. III) NEW STUDENTS:

For purposes of this policy, the principal of a newly enrolled student shall oversee the development of procedures to obtain and review the attendance and discipline records from the student's previous school(s), and shall treat



such records as if the conduct of the student recorded therein had occurred within this school system. Similarly, the principal shall recognize a previous school's designation or determination of truancy and habitual truancy, as well as any suspension, expulsion, or exclusion for misconduct.

#### (SEC. IV) NON-PUBLIC SCHOOL STUDENTS

The principal shall be deemed to have no authority or duty to sign an eligibility form to accompany the application for a license/permit of a person not enrolled in this public school system.

#### (SEC. V) ADMINISTRATIVE REGULATIONS:

The Superintendent is authorized to oversee the development of administrative regulations and forms to implement this policy. To reduce the chance of forgery, the Superintendent shall see that a special seal is developed to be embossed on each eligibility form signed by the principal that is to accompany the application for a license/permit. The principal is authorized to have a facsimile signature prepared for use by any designee on any form utilized under this policy, and shall oversee the development of procedures to protect the security of the facsimile stamp as well as the special seal embosser.

The purpose for providing students with access to network resources, the internet and technology tools is in order to: 1) assist in the collaboration and exchange of information, 2) facilitate personal growth in the use of technology, and 3) enhance information gathering and communication skills.

Students should not expect that files stored on school-based computers will always be private. Electronic data stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and ensure that users are acting responsibly.

The Corporation manages an internet filter which assists in blocking inappropriate material. Attempted access to inappropriate sites may be logged by the user through a filter.

## **NETWORK, INTERNET & TECHNOLOGY RULES:**

Any misuse of technology will result in suspension of privileges and/or other disciplinary action determined by the school or corporation. Misuse shall include, but not be limited to:

- A. intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users
- B. misrepresenting other users on the Network
- C. disrupting the operation of the Network through abuse of the hardware or software
- D. malicious use of the Network through hate mail, harassment, profanity, vulgar statements, or discriminatory remarks
- E. interfering with others use of the Network
- F. extensive and/or unapproved use of school computers/equipment for non-curricular related activities, including the use of school computers/equipment for personal use (social networking, social media, internet surfing, online shopping, etc...)
- G. illegal installation of copyrighted software
- H. unauthorized downloading, copying, or use of licensed or copyrighted software
- I. allowing anyone to use an account other than the account holder
- J. attempting to bypass any security, filters, or proxy services

The purpose of Whitko Community Schools Acceptable Use Policy is to set forth policies and guidelines for access to WCS district and personal technology resources. District and personal technology resources are defined as any electronic device or network accessible technology used to communicate or convey audio, text, or visual

messages. In addition, the policy includes guidelines for acceptable and safe use of WCS computer hardware, computer software and related access to the WCS intranet and the Internet and World-Wide Web (WWW). The WCS complete Acceptable Use Policy Statement can be accessed by clicking [here](#).

The Corporation makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The Corporation will not be responsible for any damages users suffer, including, but not limited to, loss of data resulting from delays or interruptions in service. The Corporation will not be responsible for the accuracy, nature, or quality of information stored on Corporation diskettes, hard drives, or servers; nor for the accuracy, nature, or quality of information gathered through Corporation-provided Internet access. The Corporation will not be responsible for personal property used to access Corporation computers or networks or for Corporation-provided Internet access. The Corporation will not be responsible for unauthorized financial obligations resulting from Corporation-provided access to the Internet.

Students are granted the privilege of computer access and internet usage provided they abide by the above conditions. If you have objections to your student receiving this privilege, you must submit a signed statement to the administration of Whitko Jr/Sr High School.

## Athletics

### WHITKO ATHLETICS:

This handbook has been written and issued to each member of the Whitko Jr/Sr High School coaching staff to serve as a guide to those seeking information concerning our athletic program and policies. It is hoped that this handbook will provide the information necessary to run an efficient and well organized athletic department. Whitko High School is a member of both the Indiana High School Athletic Association and the Three Rivers Conference. Conference schools include Whitko, Manchester, Maconaquah, Wabash, Peru, Rochester, Tippecanoe Valley, Southwood, North Miami, and Northfield.

### A PHILOSOPHY OF INTERSCHOLASTIC ATHLETICS

In addition to team members, goals of the athletic program should be meaningful to all students at Whitko Jr/Sr High School and to citizens of our community. Athletics should be a meaningful, valuable community activity, and foster loyalty, school spirit, and healthy competition. The interscholastic athletic program at Whitko Jr/Sr High School is an integral part of our educational program. It must, therefore, be in harmony with our educational objectives. Any interscholastic activity should teach:

- an individual to be a responsible and contributing team member
- selfless effort in working with others to reach a common goal
- appreciation of efforts of others, whether they be teammates, opponents, officials, coaches, or spectators
- a desire to overcome barriers in the way of achieving full potential and success
- an ability to keep activities and games in proper perspective

### ATHLETIC CODE:

1. Rules and Regulations: The specific rules and regulations governing our athletic department are consistent with the policies of the Indiana High School Athletic Association, the Whitko Community School Board, and Whitko High School.

2. Philosophy Participation: in-school athletics is a privilege which carries with it varying degrees of honor, responsibility, and sacrifice. Since the athletes represent their school and student body, it is their duty to conduct themselves in a manner that is healthy and positive for themselves, their family, their school, and their community. Our code, like that of any other school, obviously is intended to serve as a deterrent to unacceptable student behavior. However, on the other hand, we feel it extremely important that our code also provides avenues for obtaining help in an attempt to modify student behavior when deemed necessary.
3. Applicable to this code shall apply to all students connected to the athletic program of Whitko Jr/Sr High School, and shall govern inclusively all athletes and managers. The participants shall be considered in violation if they use, consume, and/or possess alcoholic beverages, tobacco products, or controlled substances (drugs), as well as committing felonies, misdemeanors, vandalism, theft, acts of disrespect, or actions unbecoming an athlete. These rules are minimum standards and offenses occurring in any of the following sections are cumulative.

## TRAINING RULES/DISCIPLINARY ACTION:

The athletic department of Whitko Jr/Sr High School allows the responsibility of developing a reasonable set of training rules for his/her squad with the coach. Two important considerations to follow when making these rules are:

- Rules may not be in conflict with policies of Whitko High School or other athletic department policies.
- All rules should be discussed with the squad at the first practice session.

### Drugs, Alcohol, And Tobacco

The usage and/or possession of drugs, alcohol, and tobacco in any form will not be permitted. Athletes engaging in the use/possession of these products will be disciplined as follows:

**First Offense:** Suspension from athletics for 50% of scheduled games for the current and/or next season of participation.

Example: 1st offense occurs after 12 games of the basketball season. Since there are only 8 games left in the season, the student would serve the remaining percentage of the suspension in the next sport played. 8 games = 40%, thus 10% of the suspension would be served in the next sport played. The athlete must finish the suspended season in good standing in order to fulfill his suspension. The student must have a substance abuse assessment, approved by Whitko High School to return to athletics at the conclusion of the suspension. FOR VARSITY PLAYERS IN THE FOLLOWING SPORTS: football, volleyball, B/G golf, B/G cross country, B/G tennis, B/G basketball, softball, and baseball -any games in the state tournament in which the entire team plays or qualifies will count toward the suspension, if the student would have been part of the competing team. FOR VARSITY PLAYERS IN THE FOLLOWING SPORTS: wrestling, B/G track -only the sectional round of the state tournament will count toward the suspension.

**Second Offense:** Suspension from athletics for a period of 365 days from the time of the suspension. During the 365 day suspension, the student must satisfactorily complete a counseling program (approved by Whitko High School) to have athletic eligibility reinstated. This counseling program may be provided by the school.

**Third Offense:** Suspension from athletics for the remainder of the student's career. A career suspension may be reviewed after two years from the date of the suspension. Requests for a review must be made in

writing to the Athletic Director. The student must have a counseling program completed at the time the request for review is made. (The student is responsible for the cost of this counseling.) The athletic Council of Head Coaches will act as the review committee. Reviews will be based on the student's academic, disciplinary, and behavioral record since the date of the suspension. A two-thirds vote in favor of reinstatement is required for the student to be reinstated for athletic eligibility.

#### FELONIES:

**First Offense:** Immediate suspension, pending disposition of the case, to be determined by the high school administration and athletic director. If convicted, suspension from athletic participation for a minimum of one (1) year.

**Second Offense:** Career suspension.

**MISDEMEANORS, VANDALISM, THEFT, ACTS OF DISRESPECT, AND ACTIONS UNBECOMING AN ATHLETE:** For the purpose of this subsection, a misdemeanor includes any act which if committed by an adult would be a misdemeanor under Indiana Law.

**First Offense:** Immediate suspension, pending disposition of the case, to be determined by the high school administration and athletic director.

**Second Offense:** Suspension for a minimum of (1) sport season.

**Third Offense:** Career suspension.

- For an honest admission of guilt in the absence of irrefutable evidence, a penalty may be reduced by one-half. This one-half reduction may only occur once during the athlete's high school career.
- The sports season officially ends at the conclusion of the Sports Program. All athletes must attend the Awards Program in their respective sports in order to finish the season in good standing and receive credit towards a letter jacket or any recognition as a member of that team. Any exceptions must be granted by the coach.
- Athletes are responsible for returning their equipment after the completion of their seasons. Failure to do so will result in the loss of credit for the season in which they did not return equipment. Athletes are financially responsible for any equipment not turned in or equipment which has been damaged beyond what normal use would cause.
- The Whitko High School Athletic Code is in effect twenty-four (24) hours a day, twelve (12) months a year, for your high school athletic career at Whitko High School. Furthermore, violations of the code are cumulative from season to season and year to year throughout the athlete's high school career.
- Anyone wishing to request an appeal should notify the principal in writing within five (5) days.

## AVAILABLE SPORTS:

### Fall Sports

Football:varsity, junior varsity, freshmen

Cross Country:varsity, junior varsity

Boys' Tennis: varsity, junior varsity

Girls' Volleyball: varsity, junior varsity, freshmen

Girls' Golf: varsity, junior varsity

Cheerleading: varsity, junior varsity, freshmen

### Winter Sports

Boys' Basketball: varsity, junior varsity, freshmen

Girls' Basketball: varsity, junior varsity, freshmen

Wrestling: varsity, junior varsity

Cheerleading: varsity, junior varsity, freshmen

### **Spring Sports**

Baseball: varsity, junior varsity

Boys' Track and Field: varsity, junior varsity

Girls' Track and Field: varsity, junior varsity

Boys' Golf

Girls Tennis

Softball: varsity, junior varsity

## **CREDITS AND GRADES:**

As required by the Indiana High School Athletic Association, to be eligible scholastically, students must have received passing grades at the end of their last grading period in school in at least seventy percent (70%) of the maximum number of full credit subjects (or the equivalent) that a student can take and must be currently enrolled in at least seventy percent (70%) of the maximum number of full credit subjects (or the equivalent) that a student can take. Grading periods at WHS are every nine (9) weeks (semester grades take precedence over nine weeks grades). Freshman physical education is now counted as a full credit subject for athletic eligibility purposes. A student must pass five (5) full credit subjects in their previous grading period to remain eligible at Whitko High School. Students will become eligible or ineligible on the official certification date of any given grading period. Certification dates will typically be five school days after the official end of the grading period but could be as many as ten.

## **PHYSICALS:**

The Indiana High School Athletic Association Physical and Parent Consent Form must be completed and on file in the athletic director's office before any athlete will be allowed to practice. Please make sure this form is completely filled out and properly signed. Beginning June 1st, 2018, students will need to have an updated IHSAA Athletic Physical on file in the Athletic Office. The Athletic Physical must take place on or after April 1st, 2018 and is good for the entire school year.

## **ATHLETIC INSURANCE:**

The I.H.S.A.A. will again sponsor an insurance plan that will help protect the athlete, his or her parents, and the school. The I.H.S.A.A. insurance plan is for each athlete and will cover him or her in case of an athletic injury from \$25,000 to \$1,000,000. This leaves from zero to \$25,000 uncovered in this plan. This coverage is free to all athletes in Indiana of member schools. Each player and his or her parents or guardian must complete this form and return it to their coach before they will be allowed to participate in any practice or contests. It is understood that it will be the parents' or guardians' responsibility to accept full financial expenses coming from athletic injuries—zero to \$25,000. The school no longer has athletic insurance. All athletes will be asked to sign an Athletic Insurance Form relieving Whitko Jr/Sr High School of responsibility of injury.

## **INJURIES:**

1. Athletes will be required to complete an "Emergency Medical Card" which will be provided by the athletic department for all teams. These cards should be filed with the first aid kit or someplace where they will be

accessible if an injury occurs, either during a practice or a game. This card must be in the possession of the coach BEFORE a student is allowed to practice.

2. Inform the athletic director of any serious injury as soon as possible after the injury has occurred.

## **EXCEPTIONS FOR EXTRA-CURRICULAR PARTICIPATION:**

1. Any athlete who is or will be 20 years of age prior to or on the scheduled date of the IHSAA State Finals tournament in a sport is ineligible to compete in that sport.
2. Athletes must have completed 10 separate days of organized practice in a sport before they are allowed to participate in a contest in that sport.
3. Athletes may not participate in a practice or game if they were not in attendance at school on the day of the activity unless given approval by school administration. Students who are dismissed early from school due to illness should not be in attendance at practices or games on the same day, unless permission has been granted by the athletic director or principal. IHSAA Philosophy on Attendance and Enrollment promotes and encourages schools to keep the focus on the fact that students attend school to receive an education first and participate in athletics second.
4. Athletes must be in attendance from 4th period on in order to participate in an activity on the same school day unless given approval by school administration. Students leaving school early may not participate in after school activities unless given approval by school administration. Doctor's appointments, funerals, and court appearances are examples that may be excused by school administration.
5. Truancy from school for skipping/cutting any part of the school day will result in practice and/or contest suspension. Suspension will occur at the discretion of the high school administration and athletic director.
6. Students assigned to after school detention and/or Saturday schools will not be allowed to participate in either practices and/or contests if the practice/contest is in conflict with the detention or Saturday school.
7. Students serving out-of-school suspensions (OSS) will not be allowed to participate in practices and/or contests while under suspension.
8. Any exception to the above rules must be granted by the principal or athletic director.

## **TRAVELING INVOLVING ATHLETIC TEAMS:**

1. All athletic groups must travel to and from games and practices by school bus or school van. With permission of the coach, an athlete may ride home with his/her parents after the game. Parents should notify the coach in person of this request. Students are not allowed to ride home or to a contest with another student or another parent. Any exception to this rule must be granted by the athletic director or principal.
2. When the group is too small to warrant the use of a bus, adults must drive private cars. Any change in this policy must be cleared in advance through the athletic director.
3. Only those team members who are eligible to participate may accompany a team on a school sponsored athletic trip. The coach does have the option to take any (or all) of his/her statisticians, managers, etc. Any deviation from this policy must be cleared by the athletic director.

## **AWARDS, LETTERS, ETC...**

Once an athlete earns a varsity letter, they are free to purchase an athletic jacket through the athletic department. The athletic department will purchase the "W", numerals, emblems, and dashes for the jackets. Beyond the initial Varsity awards, any additional patches may be purchased by the athlete and/or the specific athletic program. For more information pertaining to athletic awards, letters, etc., contact the athletic director.

## RESPONSIBILITIES OF THE ATHLETE:

1. The athlete should be aware of the policies of the IHSAA in regard to participation in interscholastic activities.
2. The athlete should be a good sport both on and off the playing field. He/she should set an example for other students to follow.
3. A student-athlete may only participate in one sport during a season unless they complete a multi-sport contract before the season officially starts (first official practice). The contract must be approved and signed by the appropriate head coaches, the student-athlete, the parent(s)/guardian(s) of the student-athlete, and the Athletic Director. This contract will establish major and minor sports for the student-athlete as well as practice plans. If this contract is not signed off on by all parties the athlete will not be allowed to participate in more than one sport during that season. If the contract is violated at any time the student will only be able to participate in the major sport they declared.
4. An athlete who begins practice in one sport and is released by a coach for any reason other than being "cut" due to lack of ability may not participate in any other sport during the same season except by mutual consent of the coaches involved. Additionally, a student-athlete may not participate in another sport's preseason workouts until the season of the sport they quit or were released from is over.
5. All athletes are students first and subject to the same rules as other Whitko High School students.
  - A. Athletes placed on restriction may not participate in any activity during the designated time of his/her restriction.
  - B. Any athlete who is suspended from school will also face immediate suspension from athletics. He/she will be involved in a conference with the coach, athletic director, and principal before being reinstated on any athletic team.
6. The athlete has a definite responsibility to his teammates and his coach. He should treat them with respect and be loyal at all times.
7. The athlete has a definite responsibility to other athletes to support them in their efforts, even though he may not be a member in a given sport.
8. Contestants' conduct shall be such as (1) not to reflect discredit upon their school or association, or (2) not to create a disruptive influence on the discipline, good order, moral or educational environment in the school.
9. It is recognized that principals, by the administrative authority vested in them by their school corporation, may exclude such contestants found responsible for participating in a felony, misdemeanor, vandalism, theft, acts of disrespect, actions unbecoming an athlete, etc. from representing their school.

## DRUG TESTING POLICY:

The Whitko School Corporation is strongly committed to the health, safety, and welfare of students, faculty, other employees and patrons of its school system. The Whitko School Corporation also recognizes that alcohol, tobacco, and drug use and abuse are serious problems that adversely affect the whole community as well as particular individuals within that community. Therefore, the Whitko School Corporation believes that a drug-testing program for students is an appropriate and reasonable method for accomplishing the following goals:

1. Provide for the health and safety of all Whitko Students and establish the high importance placed on students to drive unimpaired and in a safe manner.
2. Encourage students who use drugs and alcohol to participate in an accredited drug treatment and education program.

3. Educate student participants regarding the harm caused by using drugs, alcohol, and tobacco.
  4. Develop character traits and accountability; maintain a high expectation for all students at Whitko High School.
  5. Preserve the educational environment free from the distractions of drugs and alcohol.
- The complete Whitko High School drug testing policy can be found at the WHS main office and/or athletic office.